INSTRUCTIONS FOR ADDING INFORMATION TO THE GIS DATA PORTAL

The data portal (http://egis3.lacounty.gov/dataportal) is the data discovery, description, download, and directory for GIS data in LA County. It is an easy way to make Countywide GIS data available to GIS users inside and outside the County. It provides a standard interface for adding and updating data layers, with the ability to validate the information about a data layer, and for users to contact the source of the data to ask questions and provide feedback.

The website uses a blog (Wordpress) engine to manage content related to GIS data. It provides comprehensive access control as well as flexible content creation tools. The blog automates many of the difficulties that GIS specialists and data creators have had in creating and maintain metadata and access to GIS data, as well as receiving questions and feedback from data users.

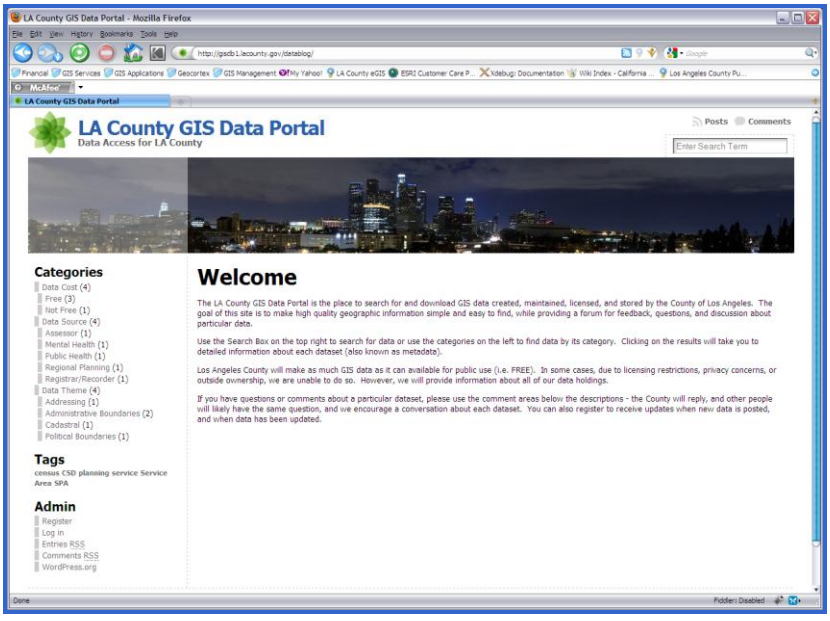
The interface is roughly composed of two parts.

- The user front-end, where users can search for and access information about GIS data.
- The contributor/author backend, where GIS specialists add data as well as write metadata and provide links to downloads.

FRONT-END

The front-end is a friendly interface for searching for GIS data. Data can be found by:

- Typing a search term into the Search Box
- Finding data related to a category.
- Finding data related to a tag about the data



For GIS specialists, access to the editing backend is accessed under the “Admin” section. A user can “register”, or if already registered, can “Log In.” If the user has been given permissions to create and edit data entries, the user will be able to create data entries.

BACK-END

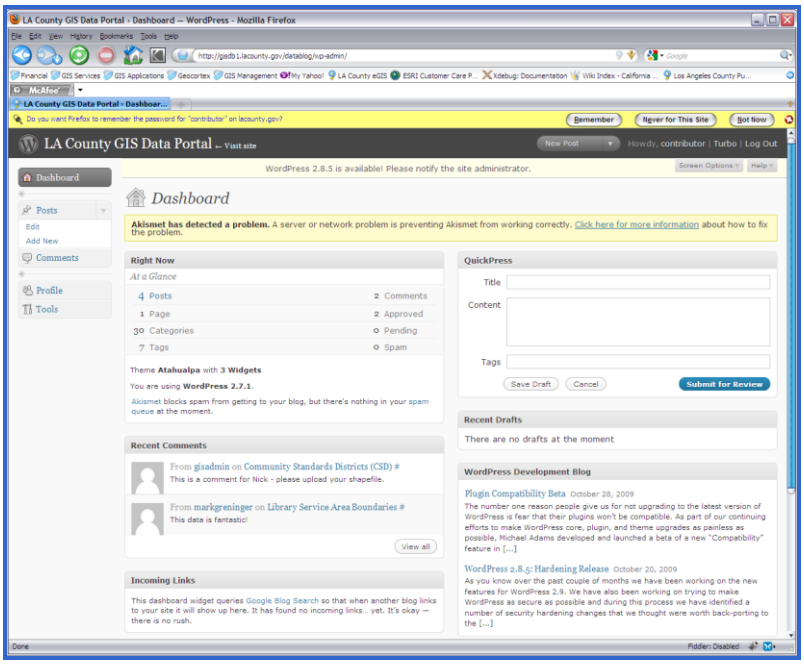
To access the editing back end, click on the “Log In” link under the “Admin” Section from anywhere on the portal. A login screen is presented where you type your username and password.

Each user is assigned to a specific role.

- **Subscribers**, who can write comments but not add data records
- **Contributors**, who can add new data records, edit previous records, but cannot publish to the site
- **Authors,** who can add and edit data records, and can publish to the site and also validate and publish data created by contributors, but cannot, edit data records created by anyone other than themselves.
- **Editors,** who can edit data created by anyone.
- **Administrators**, who can change anything on the site …

Users currently default to Authors while the portal is internal and under development. Once released, the default will be set to “subscriber.” The site administrator (Mark Greninger of the CIO) will be able to change user roles – his email is mgreninger@cio.lacounty.gov.

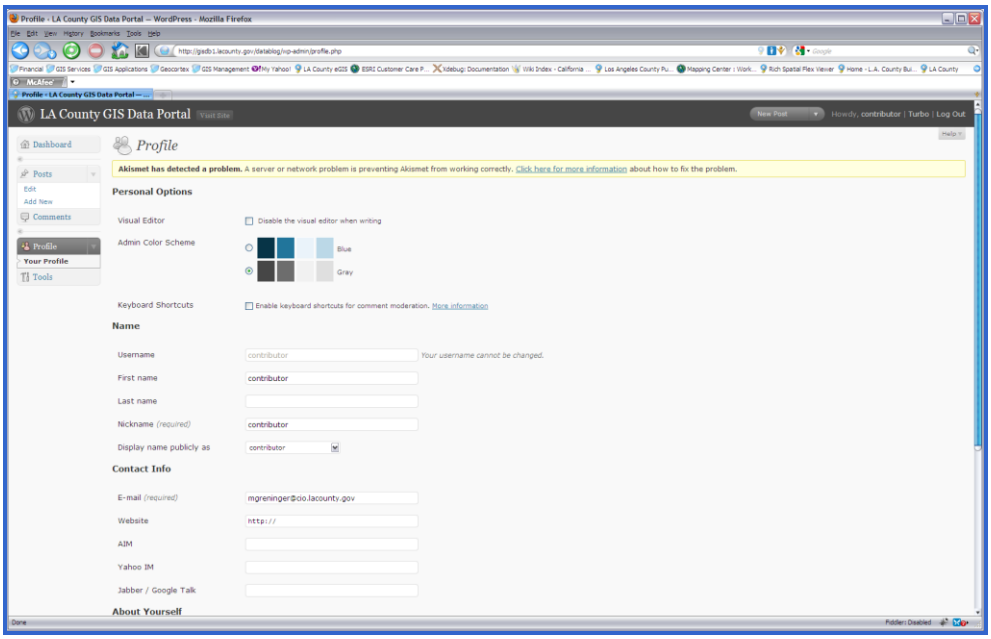
When you log in, the Dashboard comes up:



Here you can change your profile, review comments, and edit posts.

Profile

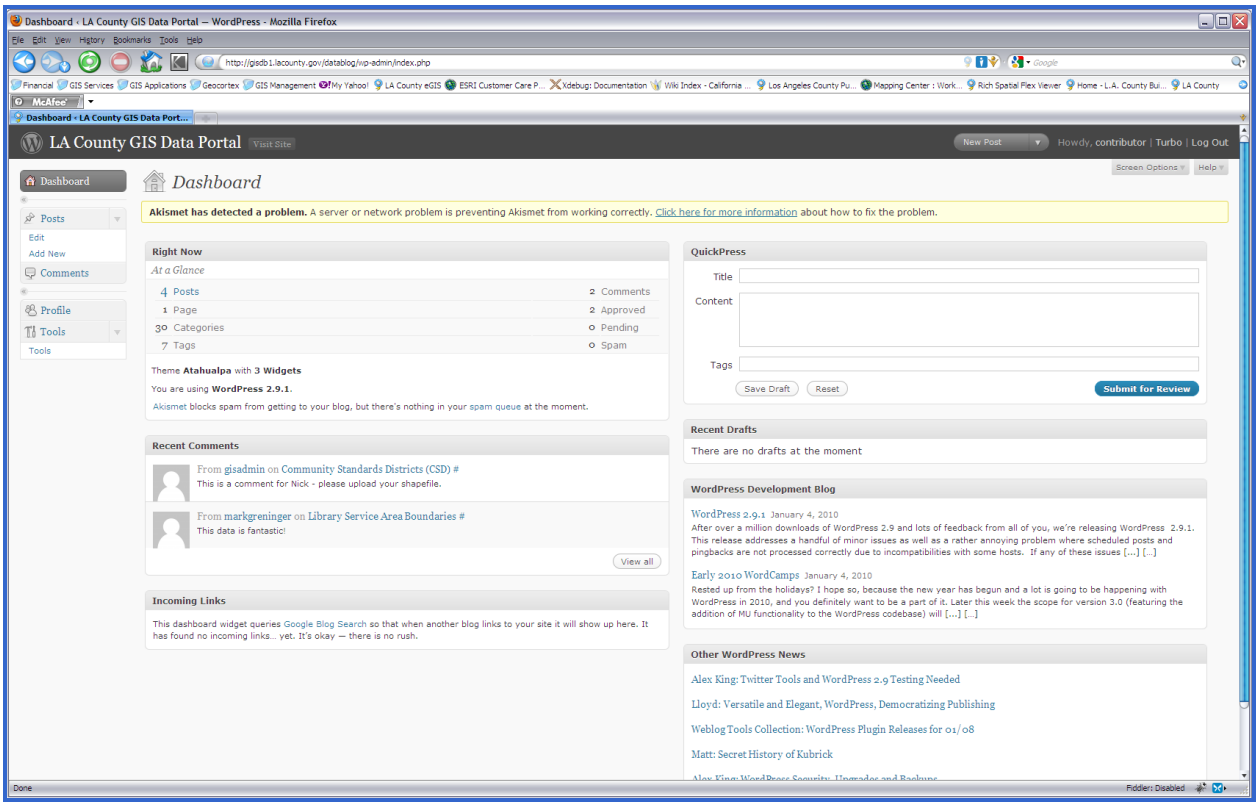
The profile allows you to provide your real name, provide information about yourself, and most importantly, ***change your password (at the bottom).***



CREATING A NEW DATA ENTRY POST

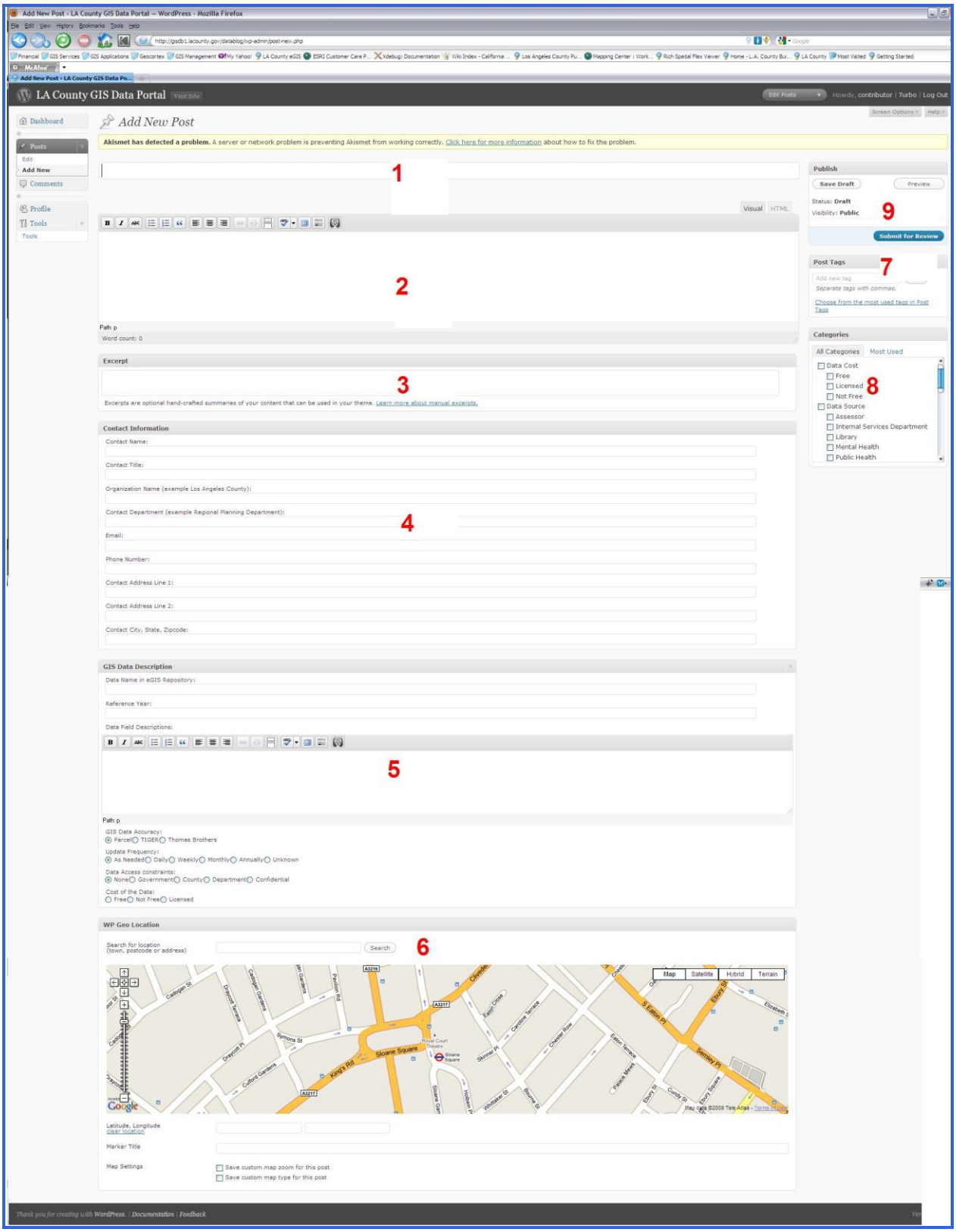
Think of a post as an entry about a single piece of data. Replace “post” with “dataset” and all of the terminology will work.

To create a new post, click on “New Post” on the top bar, or “Add New” under the “posts” on the left side

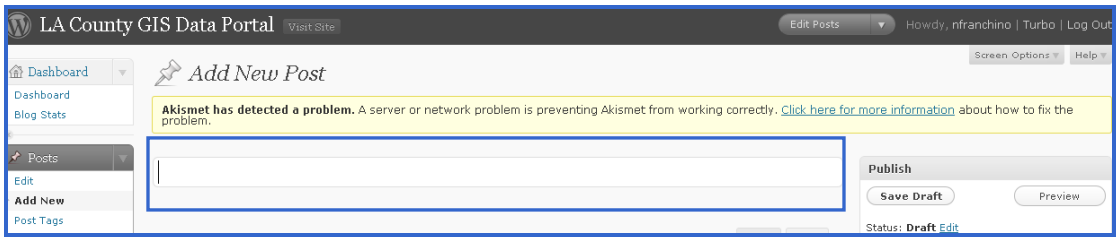


A page will open up where you can enter the information about the new dataset.

There are 9 areas to fill out.

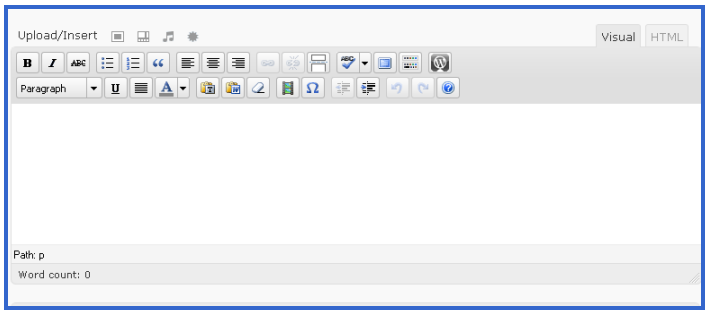

Add New Post ‹ LA County GIS Data Portal — WordPress - Mozilla Firefox
LA County GIS Data Portal
Add New Post
Akismet has detected a problem. A server or network problem is preventing Akismet from working correctly. Click here for more information about how to fix the problem.
1
2
3
4
5
6
7
8
9
Publish
Save Draft
Preview
Status: Draft
Visibility: Public
Submit for Review
Post Tags
Categories
All Categories
Most Used
Data Cost
Free
Licensed
Not Free
Data Source
Assessor
Internal Services Department
Library
Mental Health
Public Health
Excerpt
Contact Information
Contact Name:
Contact Title:
Organization Name (example Los Angeles County):
Contact Department (example Regional Planning Department):
Email:
Phone Number:
Contact Address Line 1:
Contact Address Line 2:
Contact City, State, Zipcode:
GIS Data Description
Data Name in eGIS Repository:
Reference Year:
Data Field Descriptions:
GIS Data Accuracy:
Parcel TIGER Thomas Brothers
Update Frequency:
As Needed Daily Weekly Monthly Annually Unknown
Data Access constraints:
None Government County Department Confidential
Cost of the Data:
Free Not Free Licensed
WP Geo Location
Search for location (town, postcode or address)
Search
Map Satellite Hybrid Terrain
Latitude, Longitude
clear location
Marker Title
Map Settings
Save custom map zoom for this post
Save custom map type for this post
Thank you for creating with WordPress. | Documentation | Feedback

1. **Post Name -** The top blank bar Name of the dataset (i.e. 2001 Supervisorial District)



2. **Post Area.** This is a freeform area where you describe, in layman's terms, the dataset. The goal here is to provide information about why the data was created, what it represents, and key features of note. Basically give as much information as is necessary. You can attach thumbnails, format as necessary (including bold, indent, highlight, etc). You can link to comprehensive metadata, links to downloads.

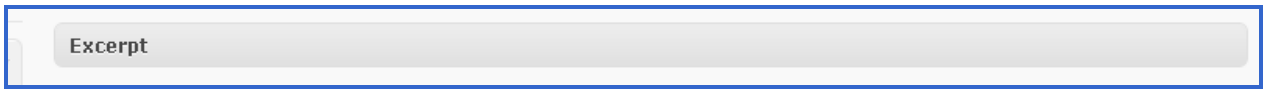
- If possible, attach the data itself for download. This can be a zipped shapefile, a KMZ file, a layer package file, etc. The goal is to allow someone to get the data right away. For data that is licensed or proprietary, a link to where someone can purchase the data is critical.



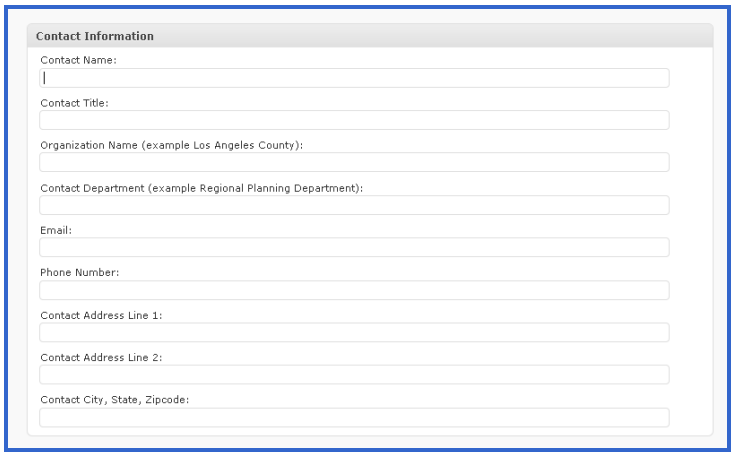
Please see attachment A for instructions on uploading data.

3. **Excerpt** – DO NOT FILL THIS OUT.

Post Author – This is you, unless you want to change the selection and attribute the post to someone else.



4. **Contact Information** – Please fill out the information on who should be considered the "owner" of the data (the person) and relevant information.



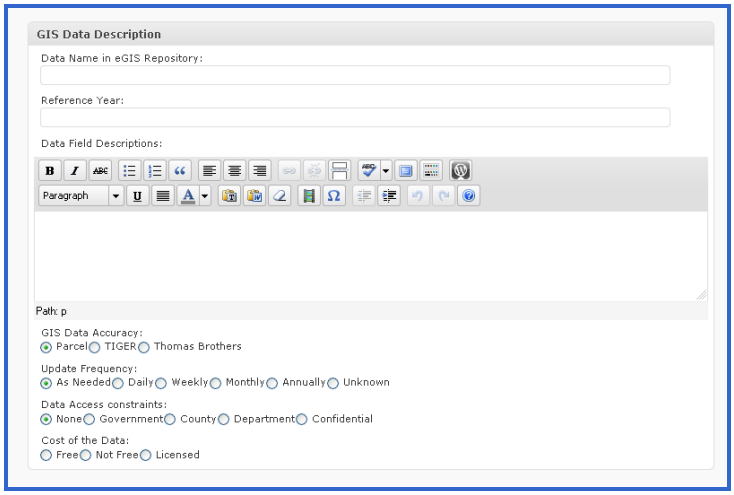
5. **GIS Data Description**

   a. Where can this data be found in the eGIS Repository

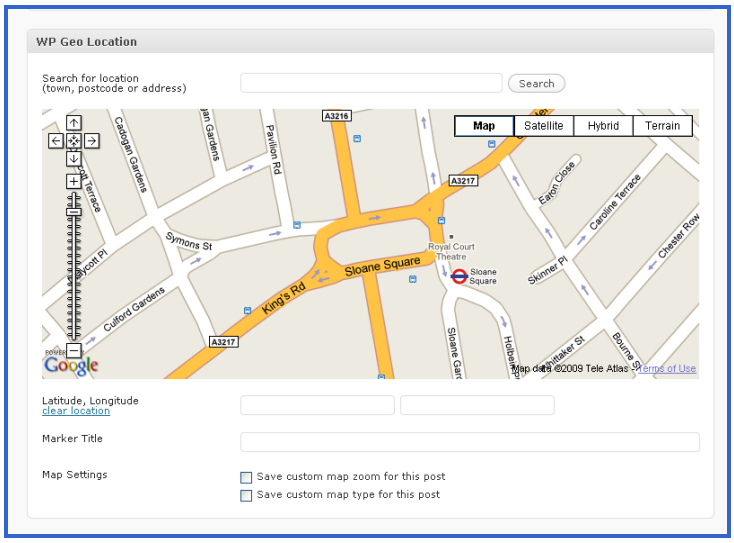
   b. Reference Year – what year was the data created (or reference)

   c. Data Field Descriptions – this is very important. Please list every single field in the dataset, and describe what it means – and ***how to use it!!!*** A TYPE_CODE field is useless unless the codes and their descriptions are part of it. If necessary you can attach related tables to the dataset post area above.

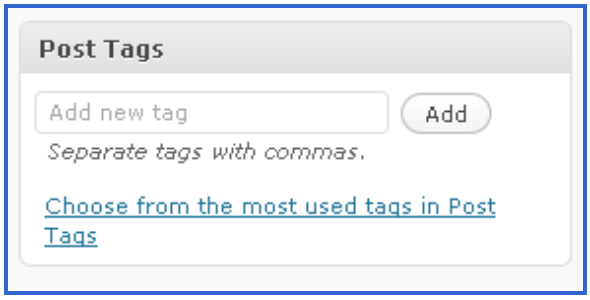
   d. Other items are fairly straightforward.



6. **WP Geo Location** – type in the same location as you put into the Contact Information. **When complete – click on the "Search" button** - *do not press "Enter"*. By doing this you tag the location that this dataset represents. The reason to do this is that the data is now accessible in a "GeoRSS" feed – and the information can become a feed on Google Earth as well as many other maps. The goal here is to allow users to find data by browsing a map and then seeing all of the data by its location, rather than just its description.



7. **Post Tags** – write some descriptive words about the data – (e.g. services, fire hydrants, etc). These tags appear in a "cloud" in the front which will show the most common data types in a cloud format.

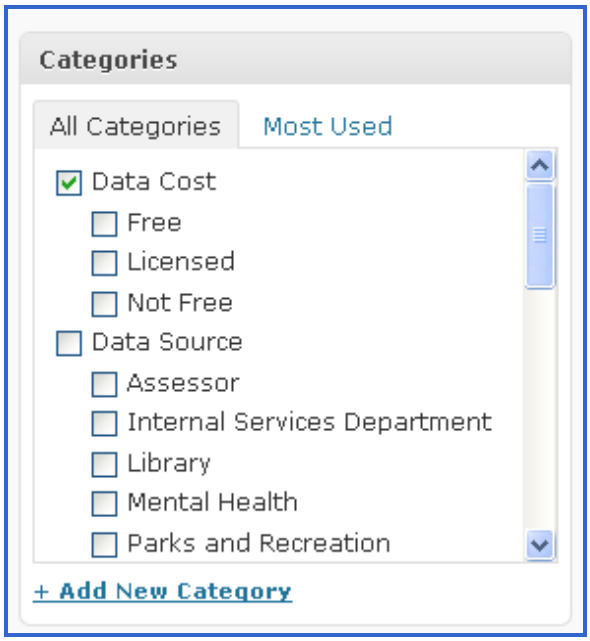


8. **Categories –** this is ***critical.*** I have created three major categories (Data Cost, Data Source, and Data Theme). You must check ***at least*** one box under each of these categories.

    a. **Data Cost –** is the data free (public domain), is it licensed (i.e. Thomas Brothers) or does it cost money (i.e. Assessor Parcels).

b. **Data Source -** this should be your department, but if there is another department, you can select more than one. If there is a source that is missing, we can add it (i.e. FEMA creates the flood maps, but DPW maintains it – there should be an entry for each)

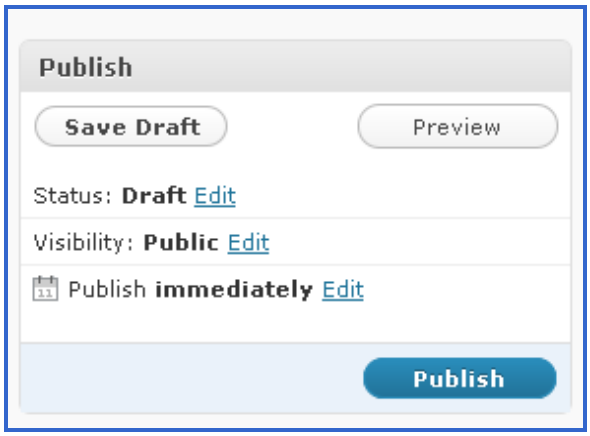
c. **Data Theme** – these match the data themes established by the Data subcommittee of the GIS Steering Committee.



9. Once complete, click the "Preview" or "Publish" button

I highly recommend that you preview your entry – it will show you how it looks before you publish.

Once you click "Publish" – the entry is posted on the front page and is available to all viewers.



ATTACHMENT A: UPLOADING DATA TO THE BLOG

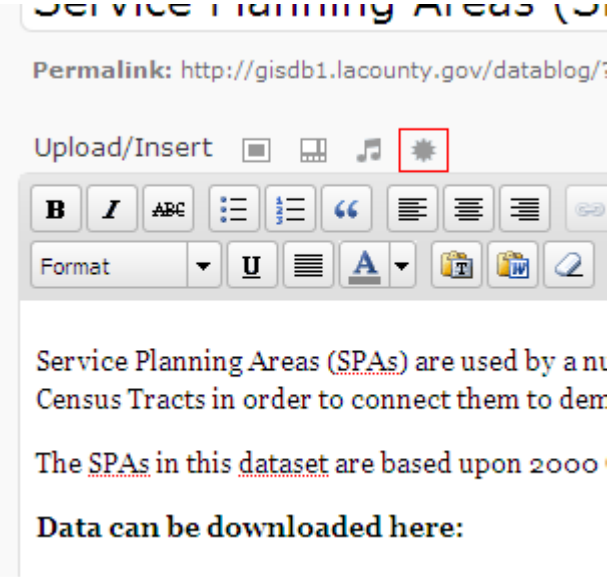
CASE 1: UPLOADING SHAPE FILES AND CREATING LINKS

This section assumes that you have already exported the files associated with a shapefiles (i.e. shapefile.shp, shapefile.shx, shapefile.dbf, etc), and have zipped them into a single file, called **shapefile.zip.**

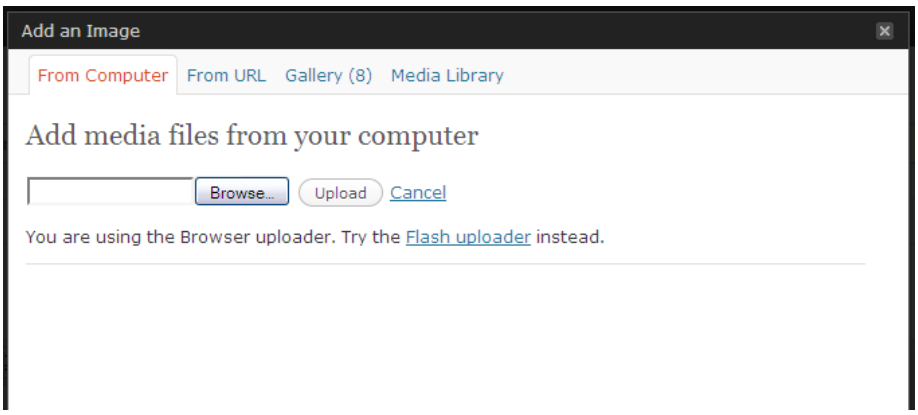
The focus now is how to make them click-able and downloadable.

First, move the cursor to the location where you want to place the link (you can always move the location when you are done.

Click the star icon above the text area. It is highlighted in red below



A box will pop up where you can Select the files to upload. If the "Flash Uploader" does not work, you can use the Browser uploader instead by clicking on the link:

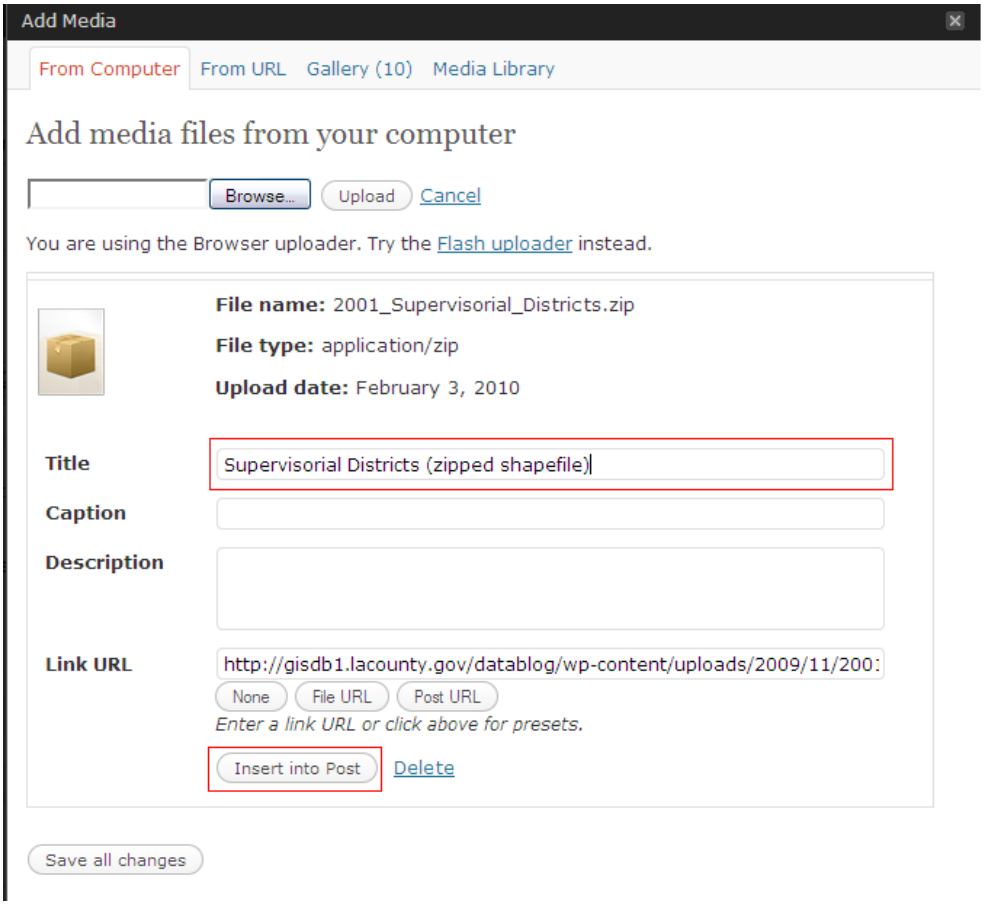


Click the “Browse” button and find the image on your local drive.

When done – click the “Upload” button.

When the file is loaded, the screen will show the information about the file (see sample below). There are only 2 things you need to do:

1. Change the title from the default file name to something more descriptive (this is how the link will actually show up in the text.
2. Click the “Insert into Post” button.

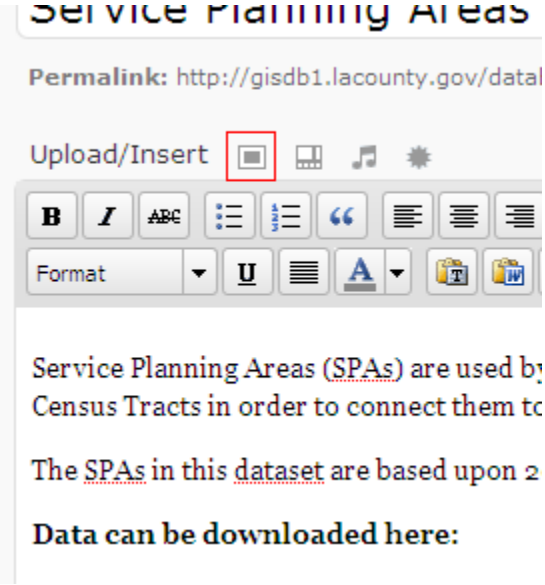


You will return to the editing environment, and see the link there. You can now continue to edit.

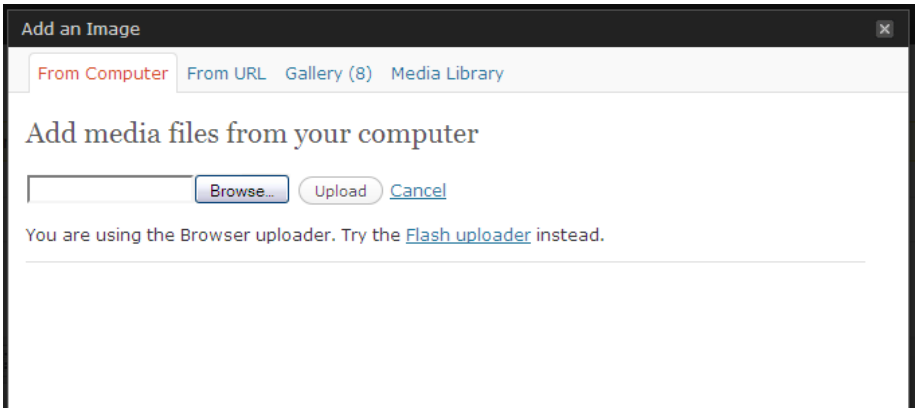
CASE 2: ADDING IMAGES AND IMAGE THUMBNAILS:

It is very helpful to add an image showing what the data looks like on a map at the County level. I recommend creating an image approximately 900x700 pixels that gives a good idea of the data. A simple way to do this is to load the data in ArcMap, then "export" an image to .jpg. You can easily place a "thumbnail" version of this image in the text of the information, and when someone clicks on the image, the larger size is shown.

In the editor window, place your icon ***at the location where you want to add the image***. Click the frame icon (in red below) to begin the upload process.



A box will pop up where you can Select the files to upload. If the "Flash Uploader" does not work, you can use the Browser uploader instead by clicking on the link:

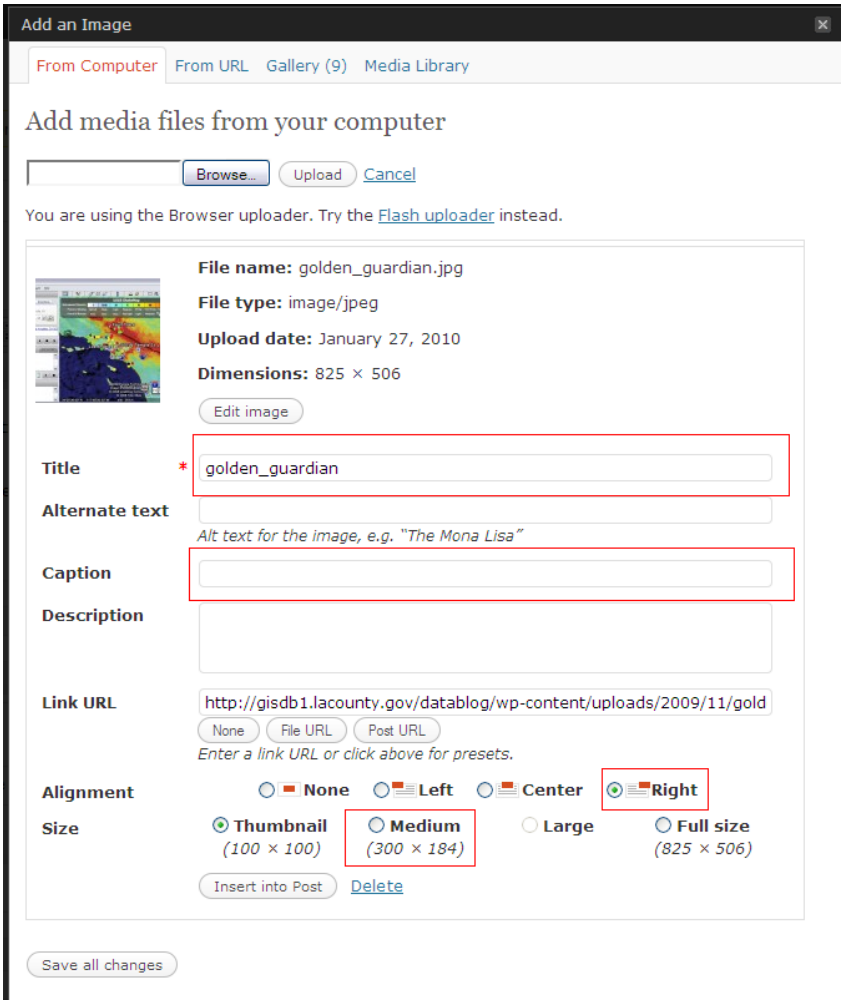


Click the "Browse" button and find the image on your local drive.

When done – click the “Upload” button.

When the image is loaded, the screen will show the information about the image. There are 5 things you need to do:

1. Change the title from the image file name to something more descriptive
2. Add a small caption – “Data Sample” is a good one.
3. Make sure the Alignment is “Right”
4. Select “Medium” as the image size, since that is the best size for inclusion into the text.
5. Click the “Insert into Post” button.



You will return to the editing environment, and see the image there.

To edit the image settings at this point, you can right click on the image, and select the image pop-up (the other icon will delete the image).